

FLEET MANAGER

PURPOSE:

1. Implementing and directing a fleet program including the procurement, utilization, operation, repair, fueling, maintenance, and disposition of all City vehicles and vehicle-related equipment; and
2. Directing assigned employees in the completion of their responsibilities.

FUNCTIONS:

1. Implementing and directing a fleet management program including the procurement, utilization, operation, repair, fueling, maintenance, and disposition of all City vehicles and vehicle-related equipment.
 - * A. Formulate, recommend, and administer policies and procedures governing fleet management operations.
 - * B. Develop and administer an annual budget.
 - * C. Coordinate the development of a consolidated fleet maintenance center.
 - * D. Coordinate the activities of the City's Advisory Team for Fleet Services.
 - * E. Coordinate a preventative maintenance program with user departments.
 - * F. Administer the City's Vehicle/Equipment Replacement program.
 - * G. Implement and direct a fleet management information system.
 - * H. Develop specifications necessary for the procurement of vehicles, parts, and equipment.
 - * I. Evaluate and implement warranted fleet size reductions.
 - * J. Develop and maintain a replacement reserve fund for replacing vehicles and vehicle-related equipment.
 - * K. Inspect and approve all vehicles and vehicle-related equipment before placement in service.
 - * L. Direct repair functions at various maintenance centers.
 - * M. Develop standards for City operators of equipment, accident reporting procedures, disciplinary actions related to policy violations, and similar vehicle-related subjects.
 - * N. Conduct financial and operational studies to streamline the fleet operations.
2. Directing assigned employees in the completion of their responsibilities.
 - * A. Set priorities, assign work to personnel, and set schedules for completion of work.
 - * B. Effectively recommend the hiring, transfer, suspension, or discharge of subordinate personnel.
 - * C. Establish work standards and complete employee evaluations.
 - * D. Make spot checks at work sites to ensure compliance with proper methods, guidelines, and procedures.
 - * E. Train personnel in correct and safe operating procedures.
 - * F. Effectively recommend adjustments or other actions in employee grievances.
 - * G. Delegate authority and responsibility to others as needed.

- * H. Disseminate instructions to employees through bulletins and other communications.

MINIMUM QUALIFICATIONS:

1. Experience and Education

- † A. Three (3) years of verifiable supervisory experience in a management position responsible for the procurement, operation, and maintenance of a fleet of vehicles.

2. License Requirements

- † A. Possession of a valid Minnesota Class “D” Driver’s License or privilege.

3. Knowledge and Skill Requirements

- † A. Extensive knowledge of the professional and technical standards of fleet management.
- † B. Extensive knowledge of current trends and technological developments pertaining to procurement, utilization, operation, budget/cost allocation, and fuel/maintenance.
- † C. Extensive knowledge of principles and practices of management, budgeting, and cost control.
- † D. Knowledge of principles and practices of automotive repair shop management of automotive and heavy equipment.
- E. Knowledge of applicable U.S. Department of Transportation Motor Carrier Safety Regulations.
- F. Knowledge of applicable Federal and State Safety and Health Regulations.
- G. Knowledge of applicable fire safety codes.
- † H. Extensive knowledge of effective supervisory principles.
- I. Knowledge of applicable labor agreements.
- † J. Knowledge of fleet financing, purchasing, and lease-purchasing.
- K. Knowledge of the principles and practices of public administration/organization including personnel and fiscal management.
- † L. Skill in business practices applicable to fleet management (i.e., system analysis, computer utilization, and financial record keeping)
- M. Skill in directing the operation of the vehicle management information system.
- † N. Skill in establishing and standardizing vehicle replacement policies and developing a preventative maintenance program.
- † O. Skill in developing, planning, organizing, and managing a complex centralized fleet management program.
- † P. Skill in conducting cost-effective procurement, resource utilization, budget, and project cost analysis.
- Q. Skill in preparing clear and comprehensive oral and written reports.
- † R. Skill in establishing and maintaining cooperative work relationships with

those contacted through the course of work.

4. Abilities

- † A. Ability to establish an information system for internal auditing and billing.
 - † B. Ability to learn and apply the regulations and methods for storage and handling of liquified petroleum gases as stated in Pamphlet #58 issued by the National Fire Protection Association (NFPA).
 - † C. Ability to plan and execute large-scale, long-term projects.
 - † D. Ability to perform SEDENTARY WORK. SEDENTARY WORK is defined as lifting 10 pounds maximum and occasionally lifting and/or carrying articles such as dockets and ledgers.
- * Essential functions of the classification.
- † Minimum classification requirements necessary on the first day of employment.

Anlst: CT	Date: 20050531
Union: Supv	Pay: 1115
CSB: 20050607	Class: 1529
CC: 20080908	Res: 08-0536R